



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received	Application No. Date Completed
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation, Division of Highways Office of Materials and Tests 15 Kennedy Drive Forest Park, Georgia 30050		4. Person to Contact Gerald Fields	5. Working Title M.T.E.
7. ACTION REQUESTED		6. Tel. No. 361-8600	
AMEND DISPOSITION STANDARDS 73-410, 6/13/73; 73-434, 6/28/73; 73-455, 7/19/73; <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.		<input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.	
8. Earliest & Latest Dates of Series 1965 - To Date	9. Exact Series Title Highway Materials Test File (Simple written Contract) 73-594, 1/3/74.		
10. What is the function of the office in which this record series is created The Division of Highways is responsible for the planning, location, design, construction and maintenance of all roads and bridges financed by Federal-Aid, State-Aid or Authority Funds. Only those county roads and city streets financed entirely through local funding are designed, constructed and maintained without the supervision or participation of the Division. The Division of Highways is divided into five sections: the <u>Pre-Construction Section</u> , which determines project location through aerial photography and mapping, designs the bridges and roads involved, and obtains the right-of-way necessary; the <u>Construction Section</u> , which conducts the tests of soil and materials involved, oversees construction and assures quality control, and supervises the seven District Offices throughout the state; the <u>Operations Section</u> , which issues permits and enforces regulations governing overweight and over-size vehicles, designs improvements in vehicular and pedestrian traffic controls, effects the relocation of utilities existing on project right-of-ways, administers State-Aid, and maintains the quality of highways; the <u>Federal Liason Section</u> , which works to obtain Federal funds and expedite compliance with Federal Highway Administration requirements of Federal-Aid projects; and the <u>Tollroads Section</u> , which coordinates, administers and supervises the development, financing, implementation and operation of existing and proposed tollroads.			
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): Documents relating to the construction of projects financed by Federal-Aid, State-Aid, and Bond Funds. See attached list for documents included in the series. The file is arranged numerically by project number.			
ATTACH SAMPLES OF THE FILE			
12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION
Letter-size File Drawers	110	165	20 30
Legal-size File Drawers			Floor Space Occupied (Square Feet)
			132
			AVERAGE DAILY REFERENCES
			This Year's 35 Last Year's 30 Preceding Year's 25 All Prior Year's 15

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES- NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? [X] []
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. [X] []
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? [X] []
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [XX]

24. REQUIREMENTS. The following requires the files to be kept 6 years:

a. [] STATE LAW b. [X] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Georgia Code Annotated Section 3-705 - Action upon simple contracts in writing shall be brought within six years after the right of action shall have accrued.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each
 - [] CALENDAR YEAR [] FISCAL YEAR - [X] Other SEE BELOW, attach letter then:

- [] Hold in the current files area month(s)/ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut off.
- [X] Other: (Specify) Place file in inactive file; cut off at end of each calendar year; hold in current files area 2 years; then transfer to State Records Center; hold 4 years; then destroy.

Upon receipt of final acceptance letter, remove from active file and place in inactive file; cut off inactive file at end of each calendar year; hold in current files area 2 years; then transfer to State Records Center; hold 4 years; then destroy.

Indicate briefly rationale for recommendations above/or write additional remarks:

The recommended retention guidelines satisfy Federal, State and Administration requirements.

Attach Samples of the Series

Records Management Officer

Date 8/28/74

26. Recommendations

[X] Approved [] Disapproved

Head of Agency/Designee

Date 9/6/74

in Paragraph

State

[X] Approved [] Disapproved

Department of Audits/Designee

Date 10-1-74

25 are:

Records

[X] Approved [] Disapproved

Secretary of State/Designee

Date 10-1-74

Committee

[X] Approved [] Disapproved

Department of Law/Designee

Date 10-2-74